

No.1/272/96-PER/Vol.IV/3803
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat,
Daman – 396 220.

Dated: 24/01/2012.

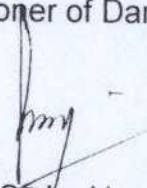
Read:- Order No.1/272/96-PER/Vol.IV/2405 dated 10/10/2011.

C I R C U L A R

The following Guidelines is circulated for submitting proposals for official tours by all Officers/Officials of Daman & Diu and Dadra & Nagar Haveli.

1. A single file may be opened and maintain for official tour etc. for each officer.
2. While submitting proposal of official tour for attending meeting in Ministry etc. a brief note alongwith facts and figures on subject matter may also be place on file.
3. After coming back from official tour, a brief note about the proceeding held in the meeting and decision taken in the meeting shall be submitted on file for perusal of Hon'ble Administrator/Secretary Concerned.
4. As far as possible more than one official tour may be avoided in a month.
5. Official tour combined with leave of any kind shall attract provision of SR 134 & SR 135.
6. All Officers, while proceeding on Leave/Tour, shall informed the concerned Link Officer for his tour, and apprise link officer about any important works meeting etc, which are to be carried out immediately.
7. The proposal for sanction of tour shall be submitted to Joint Secretary(Per), who in turn submit the proposal to Hon'ble Administrator through Special Secretary(Per).

This is issued with the approval of Development Commissioner of Daman & Diu and Dadra & Nagar Haveli.


(P. S. Jani)
Joint Secretary (Per)

Copy to:

1. The Staff Officer to Administrator, Secretariat, Daman/DNH.
2. The Development Commissioner, Secretariat, Daman/DNH.
3. The Finance Secretary, Secretariat, Daman/DNH.
4. The Managing Director, OI DC, Daman/DNH.
5. The Secretary (Education), Secretariat, Daman/DNH.
6. The Collector, Daman/Diu/DNH.
7. All Head of Offices, Daman & Diu & DNH.
8. The Deputy Secretary(Per), DNH with request to circulate the same in DNH.
9. The Deputy Collector, Diu with request to circulate the same in Diu District.
10. The D.I.O., NIC, Daman for uploading in the Website.
11. The Director of Accounts, Daman
12. The Asstt. Director (OL), Secretariat, Daman for translation into Hindi.
13. The Government Printing Press, Daman for publication in the Official Gazette.
14. Office copy/Guard file.